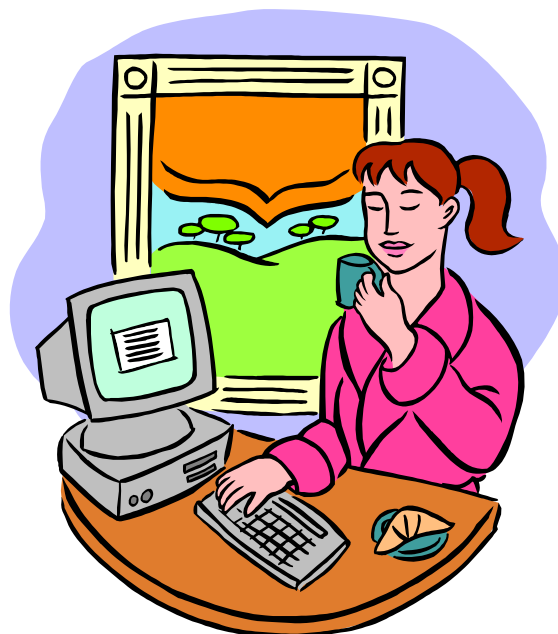


# eJobs At Home



**By Leslie Truex**

<http://www.workathomesuccess.com>

<http://www.jobsathomesuccess.com>

<http://www.momsathomesuccess.com>

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## Introduction

Today I work at home. But I didn't get here over night. In fact, I wasted time and money in my journey to work at home. It was only because I never gave up my dream of working at home that I finally succeeded. As a result, I have worked at home in social work, education, sales, real estate, online research, and writing. Right now I earn my income primarily as a telecommuter for an adoption agency, doing freelance work in research and writing, as well as through my home-based business with Inspiring Parents <http://www.inspiring-parents.com>. I also run the Work-At-Home Success website which, offers free information and resources about working at home and the Work-At-Home Success Jobs and News ezine with weekly jobs and other valuable work-at-home information.

In ebook, I will show you how I was able to work at home including how I find work for the Work-At-Home Success Jobs and News as well as tips on how to get the job once they are found. Using this book will save you time and money, and can help bring you home IF you use the resources and heed the warnings.

Many of the ideas and resources presented here are excerpts from [Jobs At Home: A Complete Guide to Finding or Creating a Work-At-Home Job](http://www.jobsathomesuccess.com) <http://www.jobsathomesuccess.com>. While eJobs At Home provides the basic details and resources to help you work at home, Jobs At Home: A Complete Guide to Finding or Creating a Work-At-Home Job provides specific details and instructions on every aspect of preparing, searching, applying, and obtaining a work-at-home job as well as over 100 resources for achieving your goal.

I talk to many people who tell me there is no work from home or nothing works. But over 30 million people work at home so if you are not successful, it is not because there isn't work, its because you have not done what is required to find it. If you are planning on doing typing or menial work, you will likely be disappointed and run into many scams. Use the information and resources here to learn how and where to find legitimate jobs and determine the skills you have to offer an employer. Only by treating your work-at-home job search in the same professional manner as a regular job search, will you find a legitimate job.

So lets get started....

## Getting Started

There are a few tasks you need to complete before searching and applying for work-at-home jobs. If you truly want to work at home, you absolutely must read and follow the directions in this chapter. In this chapter you will:

- Ø Learn the truth about work-at-home jobs;
- Ø Determine how much (if anything) you will need to earn to stay home. (It is possible that you can't afford to work!);
- Ø Take inventory of your skills and experience;
- Ø Create a quality resume;
- Ø Develop a plan for finding and obtaining a work-at-home job.

### **The Truth about Legitimate Work-At-Home Jobs**

The only way you will find legitimate work and avoid scams and disappointments is by understanding and adhering to the following truths:

- Ø You never have to pay for a work-at-home job....ever. Never be swayed by ads that try to explain their "fees". Real jobs don't have fees.
- Ø You never just sign-up for a work-at-home job. You don't sign up for a traditional job...even one at McDonalds so why would a work-at-home job be different? Employers are looking for qualified candidates to fill specific positions. Any ad that indicates you can sign up is either a scam (that also asks for money) or is an affiliate or other online money making program that may or may not be legitimate but is most certainly not a job.
- Ø You have to give up the hope of finding a legitimate job involving envelope stuffing, email processing, typing, or assembly work. These are all scams or failed moneymakers. A work-at-home job is like any other job in that it requires some level of skill and experience. You will discover in the Avoiding Scam section that it is not economically wise for companies to use home envelope stuffers or typists.
- Ø You MUST use the professional quality resumes and cover letters you would use in a traditional job. You would be surprised how many people respond to a job by emailing, "I'd like this job," or something to that effect. You wouldn't contact a traditional employer in such a manner. You should not approach a work-at-home employer that way either.
- Ø You must make a commitment to your job search. It will take time; perhaps weeks even months to find the right job. Only those people who work on their work-at-home job search regularly without giving up will achieve success.

- Ø You will likely have to consider job opportunities you may not have considered in the past. Your success will be based partly on what you can do and what you are willing to do. Do you want to work-at-home bad enough to do a job you may not like? There is no judgment on my part if you absolutely won't consider sales jobs. There are jobs I won't consider either. However, you need to understand that by limiting what you are willing to consider, it will likely take longer to find your job.
- Ø There are hundreds even thousands of work-at-home job announcements posted at any given time. However, it is likely you will go days, even weeks without finding announcements in which you are interested. This disappoints many people however, if you think about it, it is no different than your newspaper classified ads. When you were looking for traditional work, how many of the jobs in your newspaper's classified ads were you qualified or interesting in doing? Work-at-home jobs online are no different. You will find that for most of the work you are not qualified or you do not have an interest.
- Ø The majority of work at home jobs involve computers particularly programming and networking, and sales. If you are not trained for these jobs, consider getting trained. It is fairly easy to get training online or through your community college. Further, the demand is so intense that companies are allowing and offering all sorts of perks beyond just the ability to work at home.

### **How much do you need to earn?**

Before you answer the above question, answer this: Do you know how much you pay to work? When I worked in my last traditional job, I earned \$28,000 per year gross income. I thought that was a pretty good income and yet I was always broke. Then I stumbled across a book called *The Myth of the Two Income Family* in which it was suggested that two income families pay ½ or more of a second income to support the second job. When I did the activity in the book, I found that \$21,100 of my income paid for me to work. Only \$7,900 of my \$28,000 income actually contributed to the family finances. The rest paid for childcare, taxes, social security, convenience items, and a whole lot more.

Before you start searching for a work-at-home job, determine how much of your current income you actually keep. Why is this important? It is possible you pay more to work than you actually bring home. In that case, you could increase your disposable income by quitting your job! Further, it shows you how much you are actually contributing and therefore how little you actually need to earn at home. This information is particularly helpful if you have a resistant spouse. If you can show that you don't need to earn \$28,000 but instead \$7,900 (\$659 per month) from home, you can convince them.

But before you quit, you also need to determine how much you need to live on. It is not uncommon to have your expenses exceed your income. Therefore, it is important to gain an understanding of how much you spend each month and then determine, how much you need to earn from home. Further, if you can save money (many families can easily save 10% to 20% of their money through wiser spending) you can earn less and still stay home.

Before proceeding on to the next step, visit the Cost of Work <http://www.workathomesuccess.com/workexpense.htm> page at Work-At-Home Success or use the Cost of Work Calculator at Moms At Home Success <http://www.momsathomesuccess.com> to determine all the expenses related to work (there are more than you may think) as well as calculate how much you will need to earn from home.

### **What are your skills and experiences?**

What do you have to offer an employer? Despite what the scammers and schemers will have you believe, work-at-home jobs are like other jobs in that they require specific skills and experience. While you don't need a graduate degree to telecommute, you do need to have the skills for which an employer is looking.

Make a list of all your work experience and then for each job write down the tasks involved in fulfilling your duties. Next, using the list of tasks, circle the ones that can be done at home. This might include writing, phone skills, planning, organizing, researching, customer service (phone and written), computer use, etc. You will use this list as you search for work to help you identify jobs that require those skills. You will also use this list for your resume.

For more information on how to identify work-at-home skills and develop a list of possible job types, get [Jobs At Home: A Complete Guide to Finding or Creating a Work-At-Home Job](http://www.jobsathomesuccess.com) <http://www.jobsathomesuccess.com> .

### **Create a Quality Resume and Cover Letter**

I am surprised how little thought some people put into what they send to potential employers. Jobs are difficult to obtain. Work-at-home jobs are no

different. The competition is stiff. To get the job you will need a quality, professional resume and cover letter. Here are some tips for creating your cover letter.

Do:

1. Follow the job announcement's instruction for applying to the job.
2. Limit your resume to one page.
3. Use 12-pt font size.
4. Avoid fancy style fonts and formats. Not all computers can accurately decipher special fonts and formatting (i.e. bold, italics).
5. Spell out all abbreviations; even those that should be obvious to everyone.
6. Include your full name, address, telephone number and e-mail in all documents.
7. In your resume, outline relevant work experience using your most recent occupation first.
8. If you are recent graduate, consider listing your education before your work experience.
9. List other relevant experience such as volunteer work, certifications, course work, etc.
10. Address your cover or introductory letter to a specific person. You can get this from the job announcement or the company's web site.
11. Your letter of introduction should include the position to which you are applying and where you saw the position advertised.
12. Highlight your skills and experience that are specific to the job in the body of your letter.
13. Proofread, proofread, and proofread your resume and letter of introduction (cover letter) again.

Don't:

1. List skills or experience that are unrelated to the position offered in your resume or cover letter.
2. Exaggerate or falsify anything.
3. Give personal information such as marital status, age, etc.
4. Have any grammar or typographical errors.
5. Use a personal or buddy-like tone in your cover letter.
6. Send bulk, generic resumes and cover letters.
7. Sound desperate. Companies want the best person for the job. Your financial situation will not sway a decision one way or another.
8. Be over enthusiastic. 'Salesmen' type hype does not impress employers.
9. Refer to yourself in the third person in your cover letter. Instead, use "I", and "me", etc.

10. Send your resume as an attachment unless you are told specifically to do so. Most companies delete e-mail with attachments for security purposes.

### **Develop a Work-At-Home Job Search Plan**

The best way to achieve work-at-home success is to develop a plan for searching for work and then stick to it. Your plan should involve daily tasks related to your goal. I recommend your plan involve the following:

1. Complete all the tasks outlined in this chapter.
2. Visit the resources listed and bookmark work-at-home job search sites. I recommend creating a folder in your bookmarks for job search sites. Bookmark as many as you think you will use. I have researched hundreds of job sites and book marked about 30 of the ones I like the best.
3. Set up time everyday to search. You can do this first thing in the morning, during a break from work or late at night. The important thing is to do it EVERYDAY!
4. Organize your work area so that when you come across a job announcement, you can easily access and send your resume.
5. Set a goal to send a specific number of resumes out per day or week. You may want to start small at first until you develop efficiency at searching for work. But since many sites allow you to post your resume online, applying for work is often a click away.

## Searching for Work

By now you know about legitimate work-at-home jobs, you know how much you need to make, you know what skills you have that translate into a work-at-home job, you have a resume prepared, and you have a plan to achieve your goal. Now, it is time to start searching for a job. You will find a list of work-at-home job search sites in the Resource chapter of this book. You can get free jobs sent to you each week by signing up for the free Work-At-Home Success Jobs and News at Work-At-Home Success <http://www.workathomesuccess.com> .

### **Conducting the Search with Job Search Web Sites**

As you begin your search, have your list of jobs and industry types available from the Getting Started Chapter of this book for reference. When you find job announcements that appeal to you, print out the information and put it in a notebook.

Begin your search on the Internet. In Resource Chapter you will find a list web sites that post work-at-home jobs. Type the URL of the web site into your browser (or if you are online you can click right from this book). Once the site is loaded, scan the home page to see the different services available. If the site asks you to register, do it. It is usually free and can get you the most complete list of job announcements. Plus some sites will send you e-mail updates of new job announcements based on your search criteria.

Some web sites list only telecommuting jobs. These sites are easy to navigate by clicking on the job categories in which you are interested. Other web sites are general job search sites in which you need to separate out the telecommuting jobs. To find these jobs you will need to use the search function. In the search fields use keyword "telecommute" and the other work-at-home keywords listed below. If possible, leave the other fields ('State' and 'job type') on "All" and then click the search button.

Your search should result in a long list of jobs, many of which may not fit your needs. You will find more computer programming and technical jobs than any other category. But it's better to get a list of all the telecommuting jobs and weed through them than to search by job type because it is easier than doing several searches by job type. Plus, you never know when you'll find a great job announcement in a field that you hadn't considered.

If one keyword doesn't yield any results, try another. I generally use "telecommute" as my first choice and "work at home" for my second choice. Here are some other keywords with which to search:

- Ø Contract work
- Ø Freelance work
- Ø Freelance job
- Ø Home based job
- Ø Home based work
- Ø Home based employment
- Ø Telecommute
- Ø Telecommuting
- Ø Telework (Particularly in Europe)
- Ø Work at home
- Ø Work from home

Remember, only use these keywords from within a job or career search web site. Don't use these keywords on major search engines or directories as doing so will mostly yield business opportunities and scams, not legitimate jobs. Also, use quotation marks around phrases such as "work at home" to insure you get the correct results or if there is an option to indicate "exact phrase", be sure to mark it.

Take advantage of any services the job search site offers. If it provides a free newsletter, subscribe. They usually provide you with helpful information on job searching using the web, creating a resume and more.

If the job site has a job alert service, sign-up. When a job that fits your description comes available, you will be notified. Also, if you can, post your resume. Many of the career-oriented sites allow you to do this for free.

### **Conducting the Search with Other Online Resources**

Job search web sites are not the only resources for finding work-at-home jobs on the Internet. Here are some other resources you can use to search for work-at-home jobs:

- Ø You can scan online classified ads for jobs; however, most work-at-home ads will be business opportunities or scams. When reading classified ads, search by the types of jobs or industries that are conducive to working at home such as "bookkeeper".
- Ø As you surf the web for work or play, pay attention to job announcements posted on the sites you visit. The jobs offered by companies with web sites are not always posted in the most visible spot on the web. Look for links that say "Jobs at XYZ Company". Not all jobs listed on the site will be telecommuting jobs. Usually the job announcement will specify whether or not it can be done at home. If not, e-mail the contact person and ask.

- Ø Because many companies require at-home employees to live within 2 hours or less of the company's office, be sure to search for jobs posted in your locality. You can do this by searching your town or area on your major search engine. Once you have pulled up a list of web sites highlighting your community, look for links related to careers and employment.

### Warning!

Con artists are not beyond posting their scams on job search sites. If you find a job announcement asking for money, it's not a job. Do not send money to these people no matter how tempting it may be. You can learn more about how to protect yourself from scams in the Avoiding Scams chapter or visit the Scam Alert <http://www.workathomesuccess.com/scamalert.htm> page at Work-At-Home Success and subscribe to Work-At-Home Success Jobs and News for recent alerts.

## Other eIncome Options

If you are not finding the types of jobs you can or want to do, you have other options. Individually, the jobs outlined in this section don't pay very well. But combined with freelance work or other income sources, you can earn extra income as well as gain experience that can help you land a better work-at-home job later. You can find specific resources for the income opportunities described below in the Resource Chapter.

**Community Guide:** Have you ever visited About.com? These sites and other sites like them pay a small stipend to experts and enthusiasts to provide informative content. Most of the sites require "guides" to spend 10 to 15 hours per week generating a list of the best web sites, writing articles one to four times per month, managing discussion boards and taking care of other aspects of running a community in the chosen topic. The pay varies from \$20 to \$100 per month but several also pay a percentage of ad revenue generated by the topic site. According to *Online Markets for Writers* by Anthony and Paul Tedesco, there is a guide at About.com that makes \$10,000 per month.

**Teaching Online:** Do you have a hobby or talent that you could teach to others? Do you have tips or ideas on how to do your job, raise children, or do other tasks better or more efficiently? If you have information and can present it in an easy to learn manner, you can offer an online course. There are several online learning sites that are paying people to post courses. These companies usually pay a commission based on the number of people who pay for the course. The topics of the courses range from cooking to web design and everything in between. I have seen courses providing recipes, parenting tips, and pet care information. More technical courses on topics such as using Word and programming in Perl can also be found. While most sites don't require you to have any special training or degrees, they do require you to have an in-depth knowledge of the topic you are teaching as well as an ability to present the knowledge in an easy to learn manner.

**Research Online:** Internet researchers must enjoy using the Internet and have skills in using and understanding search engines and directories. In most cases, researchers also need to be able to evaluate web site content to determine if it is of a quality that the company wants. Most companies using researchers want people to search the Internet for specific information, to write up a review or assessment of web sites, and enter the information into a database. It sounds easy, and for the most part it is. However, it requires a great deal of data gathering to make money. It is easy to get bored and find the whole process tedious.

Advice Online: Are you an expert on something? Are you a good researcher? Do you have experiences that have given you unique knowledge? Then you can charge people for what you know. What kind of questions are people paying to know about?

"How can I get my child to sleep?"

"How can I find the phone number for ABC Company?"

"How can I find my birthparent?"

As you can see, an expert is just someone who knows or is able to find the answer to something that someone else doesn't or can't.

The expert sites allow you to view questions and offer to give answers for which you can charge from \$5-\$10 or more depending on how much the asker is willing to pay for the help. Again, you are not likely to make a full-time income. Even if you offer to answer 10 questions per day, your pay depends on whether or not the asker wants your answer.

Virtual Temping Online: If you have skills in typing, data entry, customer service or other administrative skills, you may be able to find work with a virtual temp service. Most of these companies have many skilled applicants, so work is irregular and competitive. However, temping online is a good way to gain skills as well as to show potential employers that you have the focus to work at home. Some companies require you complete tests of your skills while others just ask you to fill out a form indicating the work you are qualified to perform. None of the legitimate companies will charge to hire you.

Mystery Shopping: In most cases, you won't have enough mystery shop assignments to bring you home full time. However, mystery shopping is a fun and easy way to earn extra money as well as to get free items.

Local merchants hire mystery shop companies to evaluate specific services offered by the merchant. The assignment is then sent to a local mystery shopper. But mystery shopping is more than visiting the store and making an opinion. The instructions for the shop are usually specific. Most require that you visit the establishment on a designated day. Other requirements are to visit particular departments, to ask for help on a specific item, to order certain food, to visit the restroom and to make a purchase. Mystery shoppers are given a questionnaire that asks about the items of concern. Often, the shopper is to get names of sales of people and other detailed information.

The questionnaire is to be sent back by a specific date along with a receipt from your visit to verify you visited at the established time. Once the company is satisfied with your work, you are issued a check usually for \$5.00 to \$15.00. Some assignments don't pay anything but you get a free meal or service.

Survey Taking: Companies occasionally hire research firms to get information on people's opinions and attitudes in effort to better market their products and services. Survey companies offer incentives to people to answer questions on these surveys. Some companies pay a few dollars; others give free gifts, coupons or entries into drawings. Like mystery shopping, surveys are infrequent and don't pay much. But they can be a fun way to get free stuff and it takes less time and effort than a mystery shop.

## Avoiding Scams

"Make Money Stuffing Envelopes!"

"Make Money Reading Books"

"Make Money Assembling Crafts"

These offers sound appealing and are often too tempting to pass up. Nevertheless, people don't make money from home stuffing envelopes. It is unfortunate that money-grubbing dream stealers have found a niche in scamming people who are looking to work at home. Indeed, Americans spend over \$40 million dollars a year on scams. Some work-at-home schemes sell overpriced information; others teach you how to scam others. Still others send nothing for your money and disappear before you can find them and demand a refund.

Before you send your next \$25.00 for start up materials, take note: EMPLOYERS NEVER CHARGE TO HIRE YOU! Some companies will tell you the money is covering their expenses. Don't believe them. They are selling you something and it isn't a job. After all, you would not pay your employer to set you up on payroll or to supply you with paperclips!

Common scams or deceptive work-at-home ads include:

- Ø Home Typist or Readers
- Ø Envelope stuffing
- Ø Assembly Work
- Ø E-mail Processing
- Ø Chain Letters
- Ø Medical Transcription Programs (many jobs are legit but watch out for the ads that promise \$40k per year as a medical transcriptionist.)
- Ø E-mail Get Rich Schemes

The ads for the above and other work-at-home scams and schemes are very appealing so you need to exercise great restraint to prevent being scammed. If you commit to not send money in your work-at-home job search, then you won't have a problem. Using common sense will further protect you. For example, does it really make sense for a company to:

- Ø Pay someone to pack a box of brochures to be stuffed in envelopes
- Ø Pay to mail it across the country
- Ø Pay them \$1.00 per envelop to stuff it
- Ø Pay for its return shipment
- Ø Pay for it to be sent to its recipient?

The brochure will have been in the mail three times by the time it reaches the recipient. Further, the company will have paid the person who packed the box, the person who stuffed the envelopes, and the person who unpacks the returned shipment. For minimum wage, they could have someone stuff and send hundreds of envelopes much cheaper. Companies that don't have mailing people in their employ utilize mailing companies.

The common sense works for all the scams because when you think of the time and expense it would take for people for send typing (why doesn't the person who prepares the document for sending type it?) or process e-mails or build miniature houses it just doesn't add up to good business sense.

### Protect Yourself

If you feel you have been scammed, you may not get your money back but you can fight back. Check your phone book for the complete names, addresses, and phone numbers for these organizations.

- Ø The State Attorney General's office or the Secretary of State where you live and where the company is headquartered. The staff can tell you if any state laws that regulate business opportunities protect you.
- Ø The Federal Trade Commission. Although the FTC cannot resolve individual disputes, the information you provide may indicate a pattern of possible law violations that the FTC will investigate. Write to the Consumer Response Center, Federal Trade Commission, Washington, DC 20580, call 202-326-2222, TDD 202-326-2502 or visit the FTC online at <http://www.ftc.gov>.
- Ø The National Fraud Information Center (NFIC) at 1-800-876-7060. NFIC is a nonprofit organization that operates a hotline to provide services and help for consumers who may want to file complaints. NFIC also sends appropriate information to a fraud database maintained by the Federal Trade Commission and the National Association of Attorneys General.
- Ø Your local consumer protection office.
- Ø Your local Better Business Bureau (BBB) and the BBB where the company is located. Visit it online at <http://www.bbb.org> to find the location of offices.
- Ø Your local Postmaster. The U.S. Postal Service investigates fraudulent mail practices such as chain letters.

## Resources

### Job Search Resources

Below you will find the websites I use most when searching for work-at-home jobs. To get jobs delivered to your email, subscribe to Work-At-Home Success Jobs and News at Work-At-Home Success.

- Ø [FlipDog](http://www.qksrv.net/click -279118-57939) <http://www.qksrv.net/click -279118-57939>
- Ø [Tjobs](http://www.tjobs.com) <http://www.tjobs.com>
- Ø [Writers Weekly](http://www.writersweekly.com) <http://www.writersweekly.com>
- Ø Find the job of your dreams. Post your resume on HotJobs.com <http://www.qksrv.net/click -279118-1633467>
- Ø Access MILLIONS of JOBS! <http://www.qksrv.net/click -279118-5020077>
- Ø Search over 300 job sites in one click <http://www.qksrv.net/click -279118-1635552>

For a list of over 100 work-at-home resources, check out Jobs At Home: A Complete Guide to Finding or Creating a Work-At-Home Job <http://www.jobshomesuccess.com> .

### Companies with Telecommuting Programs

Below is a list of a few companies that have formal or informal telecommuting programs. You will find the company name and the web address. I recommend you visit the site to see if there are any telecommuting jobs currently available (not all jobs listed will be work-at-home positions). If no jobs are available, please do **NOT** write the company requesting a telecommuting job. Companies that receive too many e-mails or phone calls about working at home will request to be removed from this list. Several companies have made such a request already.

**Special Note:** These companies are known to offer telecommuting to its employees. However, the option to telecommute may come with terms or restrictions including but not limited to:

1. The company may offer telecommuting only to current employees.
2. The company may offer telecommuting only to specific types of employees such as computer programmers.

3. The company may offer telecommuting only in specific circumstances such as medical reasons.
4. The company may offer telecommuting only a few days per week or month.
5. The company may offer telecommuting only after a set probationary period.
6. The company may require employees, even those who telecommute, to live within a specific mile or time radius.

- Ø ADC Telecommunications <http://www.adc.com>
- Ø Aetna Life & Casualty <http://www.aetna.com>
- Ø American Express Travel Related Services Company, <http://travel.americanexpress.com/travel/personal>
- Ø Ameritech Corporation <http://www.ameritech.com>
- Ø Apollo Group, Inc <http://www.apollogroup.com>
- Ø Arthur Andersen & Company, SC <http://www.arthurandersen.com>
- Ø AT&T <http://www.att.com>
- Ø Bankers Trust Company <http://www.bankstrust.com>
- Ø Baxter Healthcare <http://www.baxter.com>
- Ø BDO Seidman <http://www.bdo.com>
- Ø Bell Atlantic Corporation <http://www.bellatlantic.com>
- Ø Blue Cross/Blue Shield of South Carolina <http://www.bluecares.com>  
(corporate site)
- Ø Borland International, Inc <http://www.borland.com>
- Ø Ceridian <http://www.ceridian.com>
- Ø CIGNA Corporation <http://www.cigna.com>
- Ø Cincinnati Bell Telephone <http://www.cinbellinc.com>
- Ø Conesco <http://www.conesco.com>
- Ø Digital Equipment Corporation <http://www.digital.com>
- Ø E.I. Du Pont de Nemours & Company <http://www.dupont.com>
- Ø Eastman Kodak <http://www.kodak.com>
- Ø Gale Research <http://www.galegroup.com>
- Ø Great Plains Software <http://www.greatplains.com>
- Ø GTE <http://www.gte.com>
- Ø Hewlett-Packard Company <http://www.hp.com>
- Ø Honeywell, Inc <http://www.honeywell.com>
- Ø Household International <http://www.household.com>
- Ø International Business Machines (IBM) <http://www.ibm.com>
- Ø JC Penny <http://www.jcpennyinc.com>
- Ø John Hancock Mutual Life Insurance Company <http://www.jhancock.com>
- Ø Journal Graphics <http://www.tv-radio.com>
- Ø Megahertz Corporation <http://www.megahertz.com> (part of 3com)
- Ø National Library of Medicine <http://www.nlm.nih.gov>
- Ø New York Life Insurance <http://www.newyorklife.com>
- Ø Pacific Bell <http://www.pacbell.com>

- ∅ Roseville Telephone Company <http://www.rtcnet.com>
- ∅ Shiva Corporation Northwest Park, <http://www.shiva.com>
- ∅ Southern New England Telecommunications (SNET) <http://www.snet.com>
- ∅ Stride Rite Corporation <http://www.striderite.com>
- ∅ 3Com Corporation <http://www.3com.com>
- ∅ Traveling Software <http://www.travsoft.com>
- ∅ University of Wisconsin, Center for Health Science <http://www.wisc.edu>
- ∅ U.S. West <http://www.uswest.com>
- ∅ Washington Post <http://www.washingtonpost.com>
- ∅ Wendy's International <http://www.wendys.com>
- ∅ Xerox Corporation <http://www.xerox.com>

## Frequently Hiring

These companies frequently have openings for work-at-home staff. They may or may not have an opening right now. Be sure to visit the website and follow all instructions to improve your chances of finding work at home.

- [Administrative](#)
- [Accounting/Bookkeeping](#)
- [Customer Service](#)
- [Translation](#)
- [For Disabled Employees](#)
- [Writing](#)
- [Community Guides](#)
- [Teaching](#)
- [Research](#)
- [Advice](#)
- [Mystery Shopping](#)
- [Surveys](#)

Administrative Support/Virtual Assistants/Typing/Data Entry/Transcription

- 4Virtual Assistance <http://4virtualassistance.com> / At this update (June 2003), this site is for sale.

- Alderson Reporting  
<http://www.aldersonreporting.com/Jobopps/courtrep.asp> At this update (June 2003), this site is for sale.
- Alderson Reporting  
<http://www.aldersonreporting.com/Jobopps/courtrep.asp>
- Axion Data <http://www.axiondata.com/employreq.htm>
- Connect Plus LCC <http://www.connect-dataplus.com/employ.shtml>
- Dion Data  
<http://www.angelfire.com/nj3/DiondataServices/joblistings.html>
- CyberSecretaries <http://typist.youdictate.com/employment.htm>
- Gal Friday's <http://www.galfridays.com/employment.html>
- HealthScribe [http://www.healthscribe.com/careers/careers\\_opp.htm](http://www.healthscribe.com/careers/careers_opp.htm)
- Samina <http://samnia.netfirms.com/index.html>
- SourceCorp <http://www.deis.com/careers.htm>
- TypeWrite Trascription and Word Processing Service  
<http://typewp.com/index7.HTML>
- Ubiquis Reporting <http://www.ubiquis.com/us/careers/frameset.shtml>
- Virtual Assistants <http://www.virtualassistantjobs.com/duties.html>
- VITAC Real Time Captioning  
<http://www.vitac.com/realtime/opportunities.html> Check out  
<http://www.reportercentral.com/> as well.
- Working Solutions <http://www.workingsol.com/>

#### Accounting/Bookkeeping

- Consortium Outsourcing <http://www.consortiumoutsourcing.com/>

- Bookminders (need to live in S. PA)  
<http://www.bookminders.com/careers/index.html>

#### Customer Service/Teleservices

- Access Marketing Corporation <http://www.axsmktg.com/html/agents.html>
- ADPak <http://www.adpak.com/employment.html>
- ARO Business Process Outsourcing <http://www.callcenteroptions.com> Click on careers.
- BeYond Marketing Inc  
[http://www.beyondmarketingonline.com/employment\\_opportunities.htm](http://www.beyondmarketingonline.com/employment_opportunities.htm)
- Greene Teleservices <http://www.gteleservices.com/work.htm>
- LiveOps [http://www.liveops.com/lo\\_corp\\_agents.htm](http://www.liveops.com/lo_corp_agents.htm)
- Voice Log <http://www.voicelog.com/job2.html>

#### Translation Services

- Accurapid Translation <http://accurapid.com/> Click on "work for Accurapid"

#### For Disabled Employees Only

- Lift, Inc <http://www.lift-inc.org/apply.html>

#### Writing

- CyberEdit <http://www.cyberedit.com/hub/jobs.shtml>
- Editorial Services Online <http://www.edserv.com/editorialemployment.htm>
- FabJob.com <http://www.fabjob.com/jobs.html>
- MastersProposal.com <http://www.mastersproposal.com/>
- ModelTermPapers.com <http://www.modeltermpapers.com/>

- MyEssays.com <http://www.myessays.com/sell.php>
- PaperMasters <http://www.papermasters.com/>
- Papers4Less  
[http://www.papers4less.com/frm\\_login.cfm?PG=1&CFID=1761451&CFTOKEN=35108096](http://www.papers4less.com/frm_login.cfm?PG=1&CFID=1761451&CFTOKEN=35108096)

#### Online Communities Needing Guides

- About.com <http://beaguide.about.com>
- Bella Online [http://www.bellaonline.com/misc/joinus/join\\_overview.asp](http://www.bellaonline.com/misc/joinus/join_overview.asp)

#### Teach Online

- Digital University <http://www.digitaluniversity.com/>
- Learn.com <http://www.learn.com>
- U4All <http://www.u4all.com>

#### Research Jobs

- Clickwork <http://www.clickwork.com/opportunities.asp>
- Harvey E. Morse, P.A. <http://www.probate.com/> Click on "Employment"
- Blake and Blake <http://www.blakeandblake.com/researchers.html>

#### Advice Jobs

- Keen (previously Live Advice)  
<http://www.keen.com/documents/liveadvice/default.asp>

#### Mystery Shopping

- Anonymous Insights Inc. <http://www.a-insights.com>
- Customer Perspectives <http://www.customerperspectives.com/become-a-mystery-shopper.html>

- Green And Associates <http://www.greenandassociates.com/>
- Hausernet Decoy Agent <http://www.hausernet.com/newpage6.htm>
- Jancyn.com <http://www.jancyn.com/shopper.html>
- Mystery Shoppers Inc <http://www.mysteryshoppersinc.com/TSI/nexst.htm>
- Quest for the Best <http://www.questforbest.com/shop/index.html>
- Reality Check Mystery Shopping  
<http://rcmysteryshopper.com/asp/become.htm>
- Secret shop Net <http://www.secretshopnet.com/>
- Volition.com <http://www.volition.com/mystery.html>

#### Surveys

- [American Consumer Opinion](#)
- Consumer Views <http://www.consumerviews.com/>
- Epoll <http://affiliates.epoll.com/ad/10/CD442>
- FocusLine.com <http://focusline.com/>
- GoZing Surveys <http://a.websponsors.com/c/s =45283/c=23024>
- MemoLink <http://a.websponsors.com/c/s =45283/c=28395/>
- My Survey <http://a.websponsors.com/c/s =45283/c=23051>
- Survey Networks <http://www.gksrv.net/click -279118-10285715>
- Survey Savvy <http://www.surveysavvy.com/?id=925820>
- <http://www.surveysavvy.com/index.cfm?fa =referrals.calculator&id=925820>

You now have the information and resources you need to start your work-at-home job search. Don't forget to visit Work-At-Home Success <http://www.workathomesuccess.com> for more great tips and information including its free Work-At-Home Success Jobs and News ezine.